Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue Columbus,
Ohio 43211-2474
614.297.2653
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

CITY OF DELAWARE, OHIO	FIRE DEPARTMENT
(Local Government Entity)	(Unit/Department)

(Signature of Responsible Official)	TIMOTHY PYLE	FIRE CHIEF	(Date)
	(Name)	(Title)	

Section B: Records Commission

CITY OF DELAWARE, OHIO	Records Commission	(740) 203-1013
		(Telephone Number)

1 S. SANDUSKY STREET	DELAWARE	43015	DELAWARE
(Address)	(City)	(Zip Code)	(County)

To have this form returned to the Records Commission electronically, include an email address: LStewart@cityofdelawareoh.gov

I hereby certify that our records commission met in an open meeting, as required by the Ohio Revised Code, §121.22, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

	3/10/2026
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

Signature	Title	Date

Section D: Auditor of State

Signature	Title	Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retains a permanent copy of this form

Section E: RECORDS RETENTION SCHEDULE (RC- 2) - Part 2

See instructions before completing this form.

CITY OF DELAWARE, OHIO (Local Government Entity)

FIRE DEPARTMENT (Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) **For use by LGRP only** RC-3 Required
26-0001	Annual Report – Fire	15 years appraise for historical value	MULTI		☐
26-0002	Monthly Reports/EMS, Training, Fire, Incident & Prevention	Until incorporated into the annual report	MULTI		☐
26-0003	Press releases	3 years appraise for historical value	MULTI		☐
26-0004	Media Log	3 years appraise for historical value	MULTI		☐
26-0005	State & County Emergency Operations Plan	1 year after revised, superseded or discontinued and no legal or administrative action pending	MULTI		☐
26-0006	Mutual Aid Agreements	After revised, superseded or discontinued and no legal or administrative action pending, appraise for historical value	MULTI		☐
26-0007	Contracts and Agreements	After revised, superseded or discontinued and no legal or administrative action pending, appraise for historical value	MULTI		☐
26-0008	Labor Contracts	Version after revised superseded or discontinued and no legal or administrative action pending, appraise for	MULTI		☐

Section E: RECORDS RETENTION SCHEDULE (RC- 2) - Part 2

See instructions before completing this form.

		historical value			
26-0009	Fire Department Policies, Procedures, Rules & Regulations, Equipment Operating Procedures, General Orders	Retain prior version after revised, superseded or discontinued and no legal or administrative action pending, appraise for historical value	MULTI		☐
26-0010	Meeting minutes	3 years appraise for historical value	MULTI		☐
26-0011	General Business Files	3 years appraise for historical value	MULTI		☐
26-0012	Grant Applications – awarded	6 years after expiration of grant	MULTI		☐

Section E: RECORDS RETENTION SCHEDULE (RC- 2) - Part 2

See instructions before completing this form.

CITY OF DELAWARE, OHIO (Local Government Entity)

FIRE DEPARTMENT (Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) **For use by LGRP only** RC-3 Required
26-0013	Grant applications – not awarded	Until no longer of an administrative or legal value	MULTI		☐
26-0014	HIPPA Compliance Statement	3 years and no longer of an administrative or legal value	MULTI		☐
26-0015	Knox Box Lists	Continually updated, revised or superseded	MULTI		☐
26-0016	Hydrant Information Files	5 years and no longer of an administrative value	MULTI		☐
26-0017	Permits (fireworks, burn, street closings)	5 years and no longer of an administrative, legal or fiscal value. Appraise for historical value. File according to content	MULTI		☐
26-0018	SARA/Right to Know/HAZMAT – Commercial Materials Summary	Retain until no longer of Administrative value	MULTI		☐
26-0019	Fire Inspection Files	5 years and no longer of an administrative value	MULTI		☐
26-0020	Federal, State and Local Code and Standards (Fire, Building, NFPA)	Until revised, superseded or discontinued	MULTI		☐
26-0021	Preplans	Continually updated, revised or superseded	MULTI		☐
26-0022	Public Education Program	Until revised or superseded	MULTI		☐

Section E: RECORDS RETENTION SCHEDULE (RC- 2) - Part 2

See instructions before completing this form.

26-0023	Above and Underground Storage Tanks	6 years after removal and no longer of an administrative or legal value	MULTI		☐
26-0024	Construction Plans	1 year after completion and no longer of an administrative or legal value. Incorporate into preplan where possible	MULTI		☐
26-0026	Fire Investigation Files	10 years and no longer of an Administrative or legal value	MULTI		☐

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

CITY OF DELAWARE, OHIO (Local Government Entity)

FIRE DEPARTMENT (Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
26-0026	Training Requests	1 year after completion of class and no longer of an Administrative or legal value	MULTI		☐
26-0027	Accreditation Documents	6 years after revised, superseded or discontinued and no legal or administrative action pending	MULTI		☐
26-0028	Training Certifications, Licenses	6 years after employee leaves city employment	MULTI		☐
26-0029	Training Schedule	6 years and no longer of an administrative value	MULTI		☐
26-0030	Training Programs	6 years and no longer of an administrative value	MULTI		☐
26-0031	Training Records	10 years after employee leaves city employment	MULTI		☐
26-0032	Physical Fitness and Wellness Programs	7 years and no longer of an administrative or legal value	PAPER		☐
26-0033	Occupational Safety and Health Inspections	3 years and no longer claims or legal actions pending	MULTI		☐
26-0034	After Action Reports	3 years and no longer claims or legal actions pending	MULTI		☐
26-0035	Quality Assurance Reports	3 years and no longer claims or legal actions pending	MULTI		☐

Section E: RECORDS RETENTION SCHEDULE (RC- 2) - Part 2

See instructions before completing this form.

26-0036	EMS Protocol	6 years after revised, superseded or discontinued and no legal or administrative action pending, appraise for historical value	MULTI		☐
26-0037	Incident Reports and Supplemental Documents – Non-Fatal	6 years and no longer of an administrative value	MULTI		☐
26-0038	Incident Reports and Supplemental Documents	Permanent	MULTI		☐

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

CITY OF DELAWARE, OHIO (Local Government Entity)

FIRE DEPARTMENT (Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
26-0039	Blood Pressure Checks	1 year and no longer of an administrative or legal value	MULTI		☐
26-0040	Pump Testing	5 years and no longer of an administrative or legal value	MULTI		☐
26-0041	Ladder Testing	5 years and no longer of an administrative or legal value	MULTI		☐
26-0042	Hose Testing	5 years and no longer of an administrative or legal value	MULTI		☐
26-0043	SCBA and Fit Testing	5 years and no longer of an administrative or legal value	MULTI		☐
26-0044	Personnel Protective Equipment	1 year after equipment sold, scrapped or no longer the property of the city	MULTI		☐
26-0045	Controlled Substance Log	5 years and no longer of an administrative or legal value	MULTI		☐
26-0046	Daily Log	5 years and no longer of an administrative or legal value	MULTI		☐
26-0047	Apparatus and Equipment Operating and Maintenance Manuals	Life of equipment	MULTI		☐
26-0048	Apparatus and Equipment Repair Records	Life of equipment and no longer of an administrative or legal value	MULTI		☐
26-0049	VOICE AND TEXT MESSAGES	ERASE OR DELETE WHEN NO LONGER	MULTI		☐

Section E: RECORDS RETENTION SCHEDULE (RC- 2) - Part 2

See instructions before completing this form.

		OF ADMINSTRATIV E VALUE. DEPENDING ON THE CONTENT THESE MESSAGES MAY BE TRANSIENT RECORDS			
26-0050	DEA Drug License and Other Medical Licenses	5 years after expiration or modification and no claims pending	MULTI		☐